



KENTUCKY STATE BOARD OF PHYSICAL THERAPY

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Governor

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2005 – 2007 RENEWAL NOTICE

Enclosed is your renewal application form. KRS 327.050 states: “(8) All licenses and certificates shall be renewed biennially, upon payment on or before March 31 of each uneven numbered year of a renewal fee... (9) Licenses and certificates which are not renewed by March 31 of each uneven numbered year shall lapse.” Any person possessing a Kentucky physical therapy credential issued before 01/01/05 is required to renew that license or certificate on or before 03/31/05 and shall be valid until March 31, 2007. Please review these instructions and the form itself before completing your Renewal Application.

- **NEW THIS YEAR—ONLINE LICENSE RENEWAL!** You may renew your license online at our website <http://pt.ky.gov> The renewal fee is \$120.00 and you may pay by credit card.
- **PREFERRED ADDRESS:** Please designate your preferred address by checking the appropriate box on the Renewal Application. Our Board office receives requests for our database from providers of continuing education, recruiters, and others. Your approval is necessary to give out your home address. If you do not check a box, the default will be your home address.
- **CONTINUED COMPETENCY EDUCATION:** There are **NO** Continued Competency Education requirements due for the renewal period ending 3/31/2005.
- **HIV/AIDS EDUCATION:** There are **NO** mandatory HIV/AIDS Education requirements due for the renewal period ending 3/31/2005.
- **Are you in default of your student loan?** Letter E under Affidavit on page 2 of the renewal form addresses information needed. KRS 164.772 requires that your renewal may be denied if arrangements for repayment are not made. It is **strongly suggested** you contact KHEAA at (502) 696-7292; their website address is www.kheaa.com

The Board will accept only properly completed forms. Therefore, please take time to assure that all required information is furnished completely and accurately. The information printed on your Renewal Application form reflects your data in our records. ~~STRIKE THROUGH~~ any incorrect information and furnish updated information in the lined areas on the right hand side of the form.

■ PERSONS NOT RENEWING:

1) If you fail to renew your Kentucky license or permit by 03/31/05 and are working in Kentucky, you will **not** be permitted to continue to work until you have met all requirements for reinstatement of a lapsed license. The reinstatement fee is **\$170.00** and must be paid by

cashier's check, certified check, or money order payable to the **Kentucky State Board of Physical Therapy**. There is no grace period.

2) If you do not intend to renew your Kentucky license, it would be helpful if you would take a minute to advise the Board in writing.

- **PRIMARY WORK FACILITY** means hospital, clinic, or agency where you most frequently provide Physical Therapy or related services. Persons who are employed as **Travelers** are to list the name of the traveling company as the "primary" work site.
- **NAME CHANGES** require a copy of the legal document authorizing that change.
- **LIST ALL WORK SITES:** Provide required information for each place/work site you provide services. PTs must remember to also list any place where they supervise PTAs and Supportive Personnel other than in the primary work site.
- **PROOFREAD YOUR COMPLETED FORM:** If required information is omitted, the application and fee must be returned. Unlisted, unpublished telephone numbers must be furnished with an appropriate notation.
- **PTA TO FURNISH KENTUCKY SUPERVISOR NAME AND LICENSE NUMBER:** Please furnish supervisor for each Kentucky work site.
- **PAYMENT FOR MULTIPLE RENEWALS:** If more than one person's renewal fee is covered by one check, great care must be exercised to assure that all information on each renewal application is complete, and the affidavit on Page Two is completed, signed, and dated. If there is anything wrong with **even one** application, the check and **ALL** applications **will** be returned to the facility/company.
- **TRAVELING PTs & PTAs** may use their company's address for mail forwarding purposes but are to furnish their permanent U.S. home address to the Board on a separate piece of paper.
- **RETURNED CHECKS:** You may pay the renewal fee with a personal check, but if the check is not honored by your bank and you are unable to provide a valid replacement by 03/31/2005, you will be required to reinstate your license (fee = \$170.00 vs. \$120.00 renewal fee).
- **CONFIRMATION OF RENEWAL BY TELEPHONE WILL NOT BE PROVIDED:** You may verify your license has been renewed by logging onto our website at <http://pt.ky.gov> and choosing **Credential Search**. If your license has been renewed, the expiration date will indicate March 31, 2007.